

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held November 14, 2019 at 8:00 A.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by Commissioner Leonard.

Commissioner Leonard stated that this is a Regular Meeting of the Somerset County Park Commission, and adequate advance notice of this meeting has been provided by publication in The Courier News on January 29, 2019 and The Star Ledger on January 30, 2019. Notice was also posted on the bulletin board at the entrance in the Somerset County Park Commission Headquarters and filed with the Somerset County Clerk, in compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

Commissioner Leonard called the meeting to order.

Roll Call:

PRESENT

Bill Crosby (via phone)
Jim Leonard
Kevin McCallen
Dot Paluck
Scott Ross

ABSENT

Mark Caliguire
Helen Haines
DJ Hunsinger
Doug Ludwig
Brian Gallagher,
Freeholder Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Scott Fisher, Coordinator, Accounting
Dina Fornataro-Healey, Mgr, Recreation
& Comm Outreach
Pierce Frauenheim, Dep. Dir., Park Ops.
Cory Ivanko, Manager, IM

Darrell Marcinek, Director, Golf Maint.
Marge Margentino, Manager, LSS
Bob Ransone, Dep. Dir., Golf Ops.
Carrie Springer, Mgr, Enviro. Science
Cindie Sullivan, Asst. Director
Dina Trunzo, Adm, Leisure & Comm
Services
Donna Umgelter, Adm, HR

In attendance from the County: Adam Bloom, Engineering; Tom Boccino, Principal Planner Land Acquisition; Chris Hart, Deputy Director of Fiscal Operations; and Melissa Kosensky, Assistant Purchasing Agent.

Also in attendance: Betsy Flanagan, Legal Counsel; and Rich Reitman, Public Relations.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

Commissioner Leonard presented a 5 Year Service Award to Jose Rivera and a 15 Year Service Award to Libero Ravaioli.

APPROVAL OF THE MINUTES

Commissioner Leonard called for the approval of the minutes of the regular meeting held on October 17, 2019. Moved by Commissioner McCallen; seconded by Commissioner Ross. YEAS: Commissioners Crosby, Leonard, McCallen, Paluck, and Ross. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Ludwig, and President Caliguire.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were moved by Commissioner Paluck; seconded by Commissioner Crosby. YEAS: Commissioners Crosby, Leonard, McCallen, Paluck, and Ross. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Ludwig, and President Caliguire.

Resolution R19-259 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$2,203,169.33 comprised of Claims in the amount of \$1,660,470.55, Other Expenses in the amount of \$55,127.31 and Salaries and Wages in the amount of \$487,571.47 for the period of October 18, 2019 through November 13, 2019.

Resolution R19-260 - Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-261 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$14,139.69.

Resolution R19-262 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-263 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-264 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-265 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

Resolution cancels and amends certification of funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of October 2019.

COMMISSION CORRESPONDENCE

A letter was received from Montgomery Township Administrator requesting the addition of interpretive signage within Skillman Park.

Discussion ensued amongst the Commissioners and it was agreed that Montgomery Township could move forward with formulating a draft Signage Plan with Hunter Research. Director Soriano was instructed to advise the Township to proceed forward with the project and advise the Township that it should coordinate its efforts with the Commission's Leisure Services Committee.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were moved by Commissioner Paluck; seconded by Commissioner Crosby. YEAS: Commissioners Crosby, Leonard, McCallen, Paluck, and Ross. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Ludwig, and President Caliguire.

Resolution R19-266 – Establishing 2020 Public Meeting Dates and Times

Resolution establishes 2020 Park Commission meeting dates and times.

Resolution R19-267 – Authorizing use of County Contract for Purchase of Water Bottles and Cooler Rental or Individual Water Bottles

Resolution authorizes purchases from W.B. Mason.

Resolution R19-268– Authorizing use of County Contract for Purchase of Paper and Envelopes

Resolution authorizes purchases from Patterson Paper and W.B. Mason.

Resolution R19-269 – Awarding Contract for Fall Tree Planting

Resolution awards contract to JML Landscaping, Inc.

Resolution R19-270 – Awarding Contract for Perennial Garden Trees and Shrubs

Resolution awards contract to Sunset Creations, Harmony Tree Care, and SiteOne Landscape Supply.

Resolution R19-271 – Authorizing use of Educational Co-op Contract for Purchase of Trucks – Pickups, Vans, and Sport Utility Vehicles (2020 Ford Expedition)

Resolution authorizes purchase from Beyer Ford with cost not to exceed \$38,033.00.

Resolution R19-272 – Authorizing use of Educational Co-op Contract for Purchase of Trucks – Pickups, Vans, and Sport Utility Vehicles (2020 Ford F250)

Resolution authorizes purchase from Beyer Ford with cost not to exceed \$35,970.68.

Resolution R19-273 – Awarding Second of Two One-Year Extensions for Monitoring of Alarms

Resolution awards contract to Fire Control Electrical Systems, LLC.

Resolution R19-274 – Authorizing use of State Contract for Citrix Annual Maintenance Support

Resolution authorizes contract with SHI.

Resolution R19-275– Authorizing use of State Contract for Cisco Maintenance Service Agreement

Resolution authorizes contract with SHI.

COMMITTEE REPORTS

CFO's Report

Commissioner Crosby, Chair of the Committee, submitted a report for the month of October 2019.

Director Soriano stated that year-to-date revenue is \$146,000.00 short of meeting the anticipated revenue projection. There is need to generate \$1.7million in order to meet the anticipated revenue for 2019.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of October 2019.

Donna Umgelter, Administrator, Human Resources, stated that the Employee Safety Fair held on November 6th at the Somerville Elks was well attended.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of October 2019.

Dina Fornataro-Healey, Manager, Recreation and Community Outreach, reported that the Park Commission was well represented at the recent Somerset County Business Partnership's Workplace Wellness Expo on October 29th. The Park Commission received a \$4,000.00 Grant from the Somerset County Cultural and Heritage Commission for the 2020 Duke Island Park Summer Concert Series. The Park Commission was recipient of the Courier News "2019 Best Of" Award for "Outdoor Amusement" for the Colonial Park Miniature Golf Course. The Park Commission was also awarded "Best Park" for Colonial and Duke Island Parks. Commissioner Leonard gave kudos to Park Maintenance staff for providing a great visitor experience.

Carrie Springer, Manager, Environmental Science, reported that the 42nd Annual Festival of Trees will be held at the EEC December 6th – 29th. Commissioners will be

receiving an email invite to attend a special opening reception on December 5th. Carrie anticipates 50-60 decorated trees at this year's event. EEC Maintenance and Horticulture Staff worked together to remove Ailanthus Trees from EEC property in an effort to reduce the invasion of the Spotted Lantern Fly.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of October 2019.

Darrell Marcinek, Director, Golf Maintenance, reported that multiple paving projects are underway at various golf facilities. Courses will be winterized next week.

Bob Ransone, Deputy Director Golf Management, reported that Warrenbrook Golf Course closed at the end of October. Green Knoll Golf Course closing was moved up to November 12th in an effort to save costs and consolidate play at the golf courses that remain open. Quail Brook Golf Course is slated to close on December 31st leaving Spooky Brook and Neshanic Valley open for the winter. The Golf Gift Card sale event will take place November 25th through December 1st. Gift cards purchased will include an additional 20% bonus over the cost of the card.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of October 2019.

Cory Ivanko, Manager, Information Management, stated that Verizon has completed the migration of phone lines from copper to fiber connection. Migration at Green Knoll location was not completed due to engineering problems and was rescheduled. Verizon phone upgrade is ongoing.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of October 2019.

Cindie Sullivan, Assistant Director, reported that Ranger staff has been assisting with various seasonal events throughout the parks.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director Park Operations, stated that he is awaiting 2019 license fees from two farmers.

PLANNING AND LAND ACQUISITION

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for October 2019.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, submitted a report for October 2019.

Director Soriano stated that the Duke Island Park playground upgrade should be completed this week. A ribbon cutting will be planned upon completion.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for October 2019.

Pierce Frauenheim, Deputy Director, Park Operations, provided updates on the following Park Operations projects: work is being done in-house to upgrade Field 1 at North Branch Park; the Perennial Garden upgrade at Colonial Park is underway with Horticulture staff handling planting in-house to conserve costs; clearing of a trail from Black Point Road to the train trestle in Neshanic Station is complete; repairs will be made to the playground surface at Colonial Park over the next few weeks; grass seed was spread on fields at Mountain View Park for future active use; 230 trees will be planted at various parks and golf courses over the next few weeks; the Natirar Dam project is underway and should be completed by year-end.

AUDIT COMMITTEE

Information is being gathered in preparation for the 2019 audit.

FREEHOLDERS REPORT

There was no Freeholder report.

OLD BUSINESS

Director Soriano stated that Adam Bloom, County Engineer, provided an outline of costs associated with bringing a water supply to the proposed Community Garden at Skillman Park to evaluate the feasibility of this project.

NEW BUSINESS

Director Soriano presented a slide show to the Commissioners that will be presented at an upcoming Freeholder meeting that highlights the Park Commission.

Seeing no further business, a motion to adjourn the meeting at 9:06 A.M was moved by: Commissioner McCallen; seconded by: Commissioner Ross. YEAS: Commissioners Crosby, Leonard, McCallen, Paluck, and Ross. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Ludwig, and President Caliguire.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant